

CALL FOR PROPOSALS

Technical Assistance on Event Management and Documentation for DOH-WHO's 75th Anniversary Celebration in the Philippines



**World Health
Organization**

Philippines

1. Summary

The World Health Organization Philippines is looking for an institutional contractual partner to provide technical assistance on event management and documentation for DOH-WHO's 75th Anniversary Celebration in the Philippines, under an Agreement for Performance of Work (APW) contract.

Proposals are due by 7 July 2023.

2. Background

In 2023, the World Health Organization observes its 75th anniversary. In 1948, countries around the world came together and founded WHO to promote health, keep the world safe and serve the vulnerable – so everyone, everywhere can attain the highest level of health and well-being.

The Philippines, one of WHO's founders, joined the Organization on 9 July 1948 – marking the country's 75th year as a Member State.

On 28 July 2023, the DOH and WHO will commemorate these milestones with an event where the organizations promote health achievements in the Philippines and highlight WHO's partnership with the Philippine Government. This is an opportunity to look back at successes that have improved the quality of life during the last seven decades, as well as to motivate action to tackle the health challenges of today and tomorrow.

3. Timeline

The implementation timeline for the project is from 12 July 2023 to 31 August 2023.

4. Place of Assignment

The contractual partner must be based in Metro Manila.

5. Scope of Work

Under the supervision and guidance of the Communications Officer, the contractual partner shall manage the overall conceptualization and implementation of DOH-WHO's 75th Anniversary Celebration to remind key target audiences about public health successes, current and future challenges, and action needed to move the Philippines closer to the goal of Health for All.

Output 1: Develop a comprehensive event plan and manage its full implementation

- Deliverable 1.1: Submit an inception report with the comprehensive event plan and Gantt chart of activities for approval by relevant teams at WHO Philippines. The event plan may include but is not limited to the following elements:
 - Venue and stage design

- Overall event branding and key visuals
- Design and production of a photo exhibition at the venue
- Design and production of event collaterals
- Multimedia documentation plan (photos, videos)
- Deliverable 1.2: Provide timely updates during coordination meetings, including an event walkthrough with WHO and DOH.

Output 2: Coordinate and execute multimedia event documentation

- Deliverable 2.1: Prepare and execute an event documentation plan, including videos, photos and captions.
- Deliverable 2.2: Submit raw photos taken during the event, including 100 choice post-processed photos.
- Deliverable 2.3: Submit a 3-minute highlight event video, including interviews with representatives from DOH, WHO and key partners.

Output 3: Design and produce event collaterals

- Deliverable 3.1: Design and curate a photo exhibition showcasing public health milestones in the country (raw materials will be provided by WHO Philippines and DOH).
- Deliverable 3.2: Design and produce collaterals including pull-up banners, event backdrops, among others.

Output 4: Support the event on venue

- Deliverable 2.1: Support logistical venue arrangements to ensure smooth reception of guests, including contingency plans.
- Deliverable 2.2: Identify and manage an emcee or a host appropriate for the high-level event.

Output 5: Submit final reports

Deliverable 5.1: Submit technical and financial reports, including project materials (raw data, recordings, minutes of meetings, photos, etc) and financial report on a cloud folder and/or a hard drive. All raw data and source documents shall be submitted to WHO Philippines.

NOTE ON CONFIDENTIALITY AND OWNERSHIP

The results, products, and reports of this APW are to be treated as confidential and must not be handed over to third parties. The WHO and the DOH have the exclusive ownership of the reports, and reserve the right to further disseminate relevant information. Documents, other information and/or statistics that are not publicly available and have been provided to the

contractor for the purposes of undertaking this work may not be published, further analysed, disclosed to third parties, or used for any other purpose even after the end of contract.

6. Scope of Work

The work to be performed under this Agreement for Performance of Work (APW) shall be carried out in accordance with the Terms of Reference and the approved Inception Report. The contract is expected to be completed within a maximum period of 2 months from the commencement of the work, unless otherwise agreed upon in writing between the Owner and the Contractor. All work shall be executed in strict compliance with the Contract, Specifications, Schedules, and all other Contract documents and instructions. Failure to adhere to these requirements shall be the sole responsibility of the Contractor.

For failure to complete all work within the stipulated as set out in the Inception Report, the Owner shall charge the Contractor liquidated damages. This shall amount to 0.5% of the total contract amount per day (Saturdays, Sundays, and holidays are included) but not to exceed 10% of the contract amount. These liquidated damages shall cover the added cost incurred by the Owner for such delay and for the inconvenience caused to the users of the Work. It is understood that this is not a penalty but a fixed sum representing the liquidated damages for each calendar day of the delay. Delay shall be counted from the agreed completion date, considering further time extensions approved by the Owner, to the date of completion of work.

7. Qualifications

The Contractual Partner must meet the following qualifications:

Education and Certifications

- University degree in communications, public relations, marketing, journalism, humanities, or related field

Work Experience

- A qualified event coordination agency or individual with the capability of planning, organizing, and executing a high-level conference or forum.
- The team members (if agency) or the individual must have a minimum of five (5) years of relevant experience in planning, organizing, and executing successful events.
- With demonstrated experience in providing event coordination services to WHO, other UN agencies, DOH, or other government agencies.
- The APW partner must submit a list of previous event coordination experience and a relevant portfolio of previous work in photo and video event documentation.

Technical Skills and Knowledge

- Demonstrate strong skills in multimedia production and installation of event collaterals.
- Demonstrate capability to coordinate logistic requirements in a timely manner and properly manage resources.
- Familiarity with the WHO style guide is an advantage.
- Creative and has meticulous attention to detail and accuracy
- Able to adapt to relevant and reasonable project demands and submit deliverables within timelines.

Language Fluency

- Expert fluency in English and Filipino.

In addition, the contractor shall have no direct or indirect involvement or interest, in any form, in arms dealing, drugs, alcohol industry, tobacco industry or human trafficking. The contractor and personnel involved in this work shall have no conflicts of interest in relation to the work being undertaken.

8. Other Requirements

Prospective contractors shall include costs for logistics and venue design in their proposal.

9. Management of Conflict of Interest

Any interest by entity (individual/organization/company), expert or member of the project team that may affect or reasonably be perceived to (1) affect the expert's objectivity and independence in providing advice to WHO related to the conduct of a project, and/or (2) create an unfair competitive advantage for the expert or persons or institutions with whom the expert has financial or interests (such as adult children or siblings, close professional colleagues, administrative unit or department).

WHO's conflict of interest rules are designed to identify and avoid potentially compromising situations from arising thereby protecting the credibility of the Organization and of its normative work. If not identified and appropriately managed such situations could undermine or discount the value of expert's contribution, and as consequence, the work in which the expert is involved. Robust management of conflicts of interest not only protects the integrity of WHO and its technical/normative standard setting processes but also protects the concerned expert and the public interest in general.

10. Ethical and Professional Standards

WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the WHO Values Charter into practice.

WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment, and other types of abusive conduct. To ensure that individuals with substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.

11. Submission Requirements

Interested institutions should submit electronic copies of the following:

- Cover letter
- Proposal with financial details and proposed timeline
- Company profile and qualifications of team members

Address all proposals to:

Dr Rui Paulo de Jesus

WHO Representative to the Philippines
Ground Floor, Building 3, Department of Health
San Lazaro Compound
Rizal Avenue, Sta Cruz, Manila

Please submit the electronic copy of the proposals with the title, **Technical Assistance on Event Management and Documentation for DOH-WHO's 75th Anniversary Celebration in the Philippines**, to Mrs Ying Chen (cheny@who.int) with a copy to wpphlwr@who.int.
Proposals submitted to the designated email addresses will be considered for shortlisting and will be contacted by the WHO Philippines.

The deadline for submission of proposals is on **7 July 2023**.